
Chris Palmieri – Chairperson
Tom Lombardi – Vice Chairperson

Supervisory Committee

David Lapreay
Jack Perry

Julie Portfolio
Mark J. Sciota

Kate Sirignano
Lt. Steve Elliott, Ex-officio

Festival & Sponsorship Coordinator

Melissa Cocuzza
of A Balanced Life



BOOTH APPLICATION

Date _____

First Weekend

September 28 – 30, 2018

Friday, September 28, 2018 : 5 pm – 9 pm

Saturday, September 29, 2018 : 9 am – 9 pm

Sunday, September 30, 2018 : 12 pm – 7 pm

Second Weekend

October 5 – 7, 2018

Friday, October 5, 2018 : 5 pm – 9 pm

Saturday, October 6, 2018 : 9 am – 9 pm

Sunday, October 7, 2018 : 12 pm – 5 pm

Please return the application and application fee to:

Apple Harvest Festival Committee
P.O. Box 907
Southington, CT 06489

860-276-8461

AHFestival@southington.org

This application is three pages.

DEADLINE IS JUNE 1, 2018

ALL DATES IN APPLICATION ARE FIRM

Form, payment and supporting documents are due no later than June 1, 2018.
Please mail to: Apple Harvest Festival, P.O. Box 907, Southington, CT 06489
Payment must be sent along with completed pages 2, 3 and 4 along with your Insurance Certificate

Contact Name (1 Vendor per Application): _____

Business/Group Name: _____

Street/P.O. Box: _____ Town: _____

State: _____ Zip: _____

Email: _____

Daytime Phone: _____

Evening Phone: _____ Cell Phone: _____

Fax: _____

Commercial (choose one)

Social Security # _____ Federal ID# _____

Non-Profit (Church, School, Civic, etc.) State Tax Exempt # _____

Type of Concession (check one)

Non-Profit Food
 Non-Profit Exhibit
 Services
 Merchandise
 Other (Specify) _____
 Food
 Primary _____
 Secondary _____

Product/Merchandise/Service Description

There is a limit of two (2) food products (a primary and a secondary) per vendor. The primary food products are exclusive and preference will be given to previous year’s participants. No beverages other than coffee, tea, hot chocolate and ciders are allowed to be sold. If you are not a participant of the Festival as a listed food vendor, you will not be allowed to sell food. **Remember to apply for a Health Permit at the Southington Municipal Center by September 1, 2018.**

FEES	Circle one	
1. Festival Base Fee (Covers all festival costs, police, electrical, trash, setup etc.)	\$ 1210.00 (Commercial)	\$400.00 (Non-Profit)
2. Tent Fee Add-on – does not apply to trailers or food trucks (See Page 3A)	\$	
3. Trailer/Food Truck Fee Add-on – does not apply to tents (See Page 3A)	\$	
4. Extension Pole/Window Side Add-on (See Page 3A)	\$	
5. Special Electrical Add-on – If over 120V is req'd (See Page 4B)	\$	
Total Application Fee Here (add 1– 5 above)	\$	

I/We understand that this application is subject to approval by the Apple Harvest Festival Committee, which has the sole authority to accept or reject any vendor, food item, product or promotional materials to be sold or distributed. I/We will be provided with a copy of the accepted application. In consideration of the promotion, advertisement, and coordination of the Apple Harvest Festival sponsored by the Town of Southington, the undersigned agrees to conform to all terms, standards and rules listed on this application, and to the penalties for non-compliance as set forth in this application. I/We also understand and agree that the organization I/we represent takes responsibility for any and all damages to our organization’s booths.

Printed Name of Authorized Signature _____

Authorized Signature of Business _____ Date _____

FOR OFFICE USE ONLY: Accepted: Yes No Payment Amount Included: \$ _____

Insurance Certificate Received Date: _____

Apple Harvest Festival Authorization Name: _____ Date: _____

Chris Palmieri – Chairperson
Tom Lombardi – Vice Chairperson

Supervisory Committee

David Lapreay Julie Portfolio
Jack Perry Mark J. Sciota

Kate Sirignano
Lt. Steve Elliott, Ex-officio

Festival & Sponsorship Coordinator

Melissa Cocuzza
of A Balanced Life

Tent/Trailer/Food Truck Requirement

Business Name: _____

If you require a TENT, fill out this tent fee add-on section:

NOTE: Booths on or immediately around the Town Green are a maximum tent size of 10' x 20'. Up to 2 tents per vendor allowed.

Quantity	Size	Cost per Unit
	10' x 10'	\$ 350.00
	10' x 20'	\$ 680.00 (Item is Limited is first come first serve)
	15' x 15'	\$ 635.00 (Not available on Town Green or Apple Alley)
	20' x 20'	\$ 775.00 (Not available on Town Green or Apple Alley)
	Extension Poles	\$40.00 (\$10.00 per pole x 4 poles per tent)
	Window Sides	\$50.00 (per tent)
	Table 6' x 30"	\$10.00 (per table)
	Chairs	\$2.25 (per chair)

If you are bringing in a Trailer or Food Truck, fill out this section:

Please provide ALL THREE trailer dimensions. Measurements must include any awnings, hitches and anything else that may affect size. ALSO include a photo or sketch showing doors, hitches and selling points of your trailer/unit for placement determination. Your trailer or unit is subject to approval by the Apple Harvest Festival Committee.

Trailer/Truck Dimensions (in ft)

Length _____ Width _____ Height _____

\$600.00 Base Fee for Trailers or Trucks 1' – 20' in overall length

Add an additional \$100.00 per foot in length for every foot over 20'.

TOTAL FEE: \$ _____

Example: A trailer with a 24' overall length would cost:

\$600.00 (1' – 20' rate) + \$400.00 (\$100.00 x 4') = \$1,000.00 total trailer fee.

Chris Palmieri – Chairperson
Tom Lombardi – Vice Chairperson

Supervisory Committee

David Lapreay Julie Portfolio
Jack Perry Mark J. Sciota

Kate Sirignano
Lt. Steve Elliott, Ex-officio

Festival & Sponsorship Coordinator

Melissa Cocuzza
of A Balanced Life

Southington Apple Harvest Festival Information

Application

The application fee AND the three application forms (Booth Application, Booth Tent/Trailer and Electrical Requirements) must be received no later than June 1, 2018. Checks should be made payable to the “Town of Southington / AHF.” Please mail your check, completed Pages 2 and 3 only, and Insurance Certificate to:

Apple Harvest Festival Committee – Booth
P.O. Box 907
Southington, CT 06489

Preferential consideration for booth space will be given to non-profit organizations and will be given on a first come, first serve basis as well as previous Festival participation. Decisions will be at the discretion of the Apple Harvest Festival Committee whose decision will be final. If the Festival Committee does not select your entity for vending participation, all payments will be returned to you. We will make every effort to accommodate your booth location; however, we reserve the right to change location up to the day of the Festival.

Non-Profit Organizations

To qualify as a non-profit, the organization must be a civic, fraternal, church, social service, school or school organization with a non-profit status and tax-exempt number. There is a \$400.00 Festival Base Fee for a Non-Profit. Tent/Trailer/Add-on and Electrical Fees are additional.

Explanation Commercial Business Food and Non-Food Fee

This is a \$1210.00 Festival Base Fee for a Commercial Application. Tent/Trailer/Add-on and Electrical Fees are additional.

Insurance

The Town of Southington must be listed on your current insurance policy as “Additional Insured.” Minimum liability insurance coverage must be \$1,000,000.00 combined single limit. A COPY OF YOUR CERTIFICATE OF INSURANCE MUST BE FILED WITH THE APPLE HARVEST FESTIVAL COMMITTEE NO LATER THAN AUGUST 1, 2018 OR YOUR BOOTH APPLICATION WILL BE DECLINED. Your certificate may also be submitted with your application.

Health Permits and Inspection

A \$75.00 fee will be paid at Municipal Center prior to your Inspection. Inspections begin at 3pm, Friday, September, 28, 2018.

All food booths must apply for a health permit with the Health Department of the Town of Southington prior to September 1, 2018. The Town of Southington will assess each commercial vendor a \$75.00 permit fee. Non-profit vendors are also required to apply for a health permit but will not be charged a permit fee. Permits will be given after the health inspection on the opening day of the Festival. We ask that all food vendors be ready for 3pm on Friday, September 28, 2018. Health permits are only valid for food items listed on this application and the health permit. Selling of any other food items is not authorized by the Town of Southington.

Chris Palmieri – Chairperson
Tom Lombardi – Vice Chairperson

Supervisory Committee

David Lapreay Julie Portfolio
Jack Perry Mark J. Sciota

Kate Sirignano
Lt. Steve Elliott, Ex-officio

Festival & Sponsorship Coordinator

Melissa Cocuzza
of A Balanced Life

Set-Up for Tents/Booths

Green Area/Apple Alley

- Setup can begin Tuesday, September 25, 2018 on the Green and Apple Alley tents (weather permitting)
- Trailers for Green area are expected Monday, September 24, 2018 between 1pm – 4pm

Riccio Way Vendors

- Setup can begin Wednesday, September 26, 2018 after 3pm (weather permitting).
- Trailers for Riccio Way are expected Tuesday, September 25, 2018 between 12pm – 4pm or will be subject to relocation.

Vendors using tents must use tents supplied by the Festival.

- Tents will include solid sides, an electrical hook-up according to vendor specification, and a front counter with skirting. Cost of tent will be determined by size. Any other tables, chairs or counters must be brought to the Festival by the vendor or order them on page 2 of 3 above.
- Location of tent is allocated based on size and electrical needs and there are no guarantees on location or position.
- Tents positioned on or near the Town Green can only be 10' x 10', but two can be put side by side for 10' x 20'.
- Every effort will be made by the Apple Harvest Festival Committee to assign tent location based on previous years' locations however, there is no guarantee. If you want to move to a new location from previous year, please contact Melissa Cocuzza.

Patron Seating

Tables and chairs provided by the Apple Harvest Festival are solely for the use of customers. Vendors may bring chairs and tables for breaks or sitting areas or purchase them in the application. Please do not take any tables and chairs.

General Booth Rules

- **Booths May Not Be Sublet. No exceptions.**
- All booths and trailers must be set up and ready for Health & Fire Inspectors by 3pm on the first Friday, September 28, 2018. You must provide a “No Smoking” sign in your booth.
- All booths and trailers agree to conform to the Southington Fire Department’s “Standards for Temporary Booths at Carnivals, Fairs, etc.” during the Festival dates. Current standards will be sent upon vendor approval but are subject to change. You will be provided with a copy of any changes when the Apple Harvest Festival Committee receives them.
- All booths must have a working fire extinguisher with up-to-date inspection tag.
- You are not allowed to nail or staple into canvas, tents and counters. Dismantling of any part of your booth is strictly prohibited. Any alterations needed to your booth must be indicated on your application. Your organization is responsible for any and all damage to your booth.
- All booths must be staffed and open all hours of the Festival, which are as follows:

1st Weekend: September 28, 29 & September 30, 2018

Friday, September 28, 2018.....5pm – 9pm
Saturday, September 29, 2018.....9am – 9pm
Sunday, September 30, 2018.....12pm – 7pm

2nd Weekend: October 5, 6 & 7, 2018

Friday, October 5, 2018.....5pm – 9pm
Saturday, October 6, 2018.....9am – 9pm
Sunday, October 7, 2018.....12pm – 5pm

Chris Palmieri – Chairperson
Tom Lombardi – Vice Chairperson

Supervisory Committee

David Lapreay Julie Portfolio
Jack Perry Mark J. Sciota

Kate Sirignano
Lt. Steve Elliott, Ex-officio

Festival & Sponsorship Coordinator

Melissa Cocuzza
of A Balanced Life

- The official hours are subject to change at the discretion of the Apple Harvest Festival Committee. In the event of inclement weather, the Apple Harvest Festival Committee, whose decision shall be final, will determine early closings or late openings. No refund or fee adjustment will be given for closing due to inclement weather. Changes in schedule due to weather will be posted on our website at www.southington.org.
- No helium balloons or other articles that use helium shall be sold or given out at any booth. (Connecticut State Statute Ch. 490 Sec. 26-25c).
- Use of alcoholic beverages or non-prescription drugs is prohibited by any Festival vendors or volunteers.
- Parking in the municipal lot behind Abby Park is allowed for vehicles with Festival parking passes. No parking is allowed on closed streets surrounding the Town Green.
- No parking is allowed on either side of Riccio Way during official Festival hours. Parked cars will be towed at owner's expense. A special loading/unloading zone will be designated on Main Street for temporary parking.
- Absolutely no obstacles (i.e. signs, boxes) will be allowed outside booths. Garbage removal is the responsibility of the vendor.
- All booths must be emptied and cleaned by 8am Monday following the Festival.
- No other items, except those approved, may be sold from booths (i.e. raffles, novelties, etc.).
- It is the responsibility of the vendor to arrange his line of patrons so other vendors and main pedestrian traffic ways are not affected.
- There will be transportation provided by the Apple Harvest Festival Committee to bring food in as needed while the Festival is running.

Food Booth Rules

- No open charcoal fires are allowed.
- Water for sanitation, cleaning or other Health Dept. regulations must be provided and disposed of properly by the vendor.
- Absolutely no booths will do business prior to the opening on Friday, September 28, 2018 at 5pm.
- Each booth is responsible for emptying their trash barrels into the large dumpsters provided by the Festival both during the day and at the close of each night. Do not dump garbage into common Festival garbage barrels.
- All food booths and trailers must have two (2) trash barrels with lids.
- Special drums will be provided for waste grease. **NO WASTE GREASE IS TO BE DUMPED INTO DUMPSTERS, STORM DRAINS, OR THE GROUND. VIOLATORS WILL BE TICKETED BY POLICE.**
- Disposing of any materials in the storm drains is strictly prohibited.

If you have any questions, please call or write to:

Melissa Cocuzza
Apple Harvest Festival Coordinator
E-mail: appleharvestfest@aol.com
860-620-4700

Apple Harvest Festival
P.O. Box 907 Southington, CT 06489
Email: AHFestival@southington.org
Website: www.southingtonahf.com
Information Line: 860-276-8461